

Enclosed you will find student caseload information for the current academic year through December, 1992. The information is presented in table form with focus on gender and ethnic breakdowns. The above caseload information is broken into county wide statistics. Through December, 1992 a number of programs have already reached recruitment goals while a few other programs are very close to reaching thier respective goals. We anticipate that compliance for caseload goals will not be a problem this year.

In addition, a summary of the total program activities are given within each county.

At the end of the caseload information report you will find a copy of the recent monitoring visit conducted by the Center for Hispanic Policy, Research and Development. The two programs that were monitored along with the fiscal office were found in 100% compliance.

ASPIRA, INC. OF NEW JERSEY  
1992-1993 MID-YEAR PROGRAM REPORT

AGENCY WIDE CASELOAD

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| CENTER  | TOTAL THROUGH DECEMBER, 1992 |
|---------|------------------------------|
| ESSEX   | 348 (485 GOAL)               |
| PASSAIC | 204 (250 GOAL)               |
| HUDSON  | 108 (110 GOAL)               |
| MERCER  | 174 (250 GOAL)               |
| CAMDEN  | 286 (300 LD GOAL)*           |
|         | 417 (600 TS GOAL)*           |

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|        |       |
|--------|-------|
| TOTALS | 1,537 |
|--------|-------|

\* The 286 students within the Leadership Development Program in Camden are also included within the 417 students in the Talent Search Program.

# ESSEX CASELOAD STATISTICS

## GENDER

| ESSEX | MALE      | FEMALE    | TOTAL |
|-------|-----------|-----------|-------|
|       | 160 (46%) | 188 (54%) | 348   |

## ETHNICITY

|                  |           |
|------------------|-----------|
| PUERTO RICAN     | 247 (71%) |
| OTHER HISPANIC   | 59 (17%)  |
| AFRICAN AMERICAN | 22 (6%)   |
| OTHER            | 20 (6%)   |
| TOTAL            | 348 (100) |

## ESSEX COUNTY PROGRAM ACTIVITY TOTALS

|                           |    |
|---------------------------|----|
| CLUB MEETINGS             | 35 |
| WORKSHOPS                 | 21 |
| FIELD TRIPS               | 6  |
| CONFERENCES               | 2  |
| RETREATS                  | 1  |
| PRESENTATIONS             | 2  |
| DANCE TROUPE PERFORMANCES | 5  |
| PARENTS MEETING           | 1  |

**PASSAIC COUNTY STATISTICS**

**GENDER**

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| MALE    | FEMALE   | TOTAL |
|---------|----------|-------|
| 68(33%) | 136(67%) | 204   |

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**ETHNICITY**

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|                |         |
|----------------|---------|
| PUERTO RICANS  | 92(45%) |
| DOMINICAN      | 58(28%) |
| OTHER HISPANIC | 49(24%) |
| OTHER          | 5(3%)   |

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|       |           |
|-------|-----------|
| TOTAL | 204(100%) |
|-------|-----------|

**PASSAIC COUNTY PROGRAM ACTIVITY TOTALS**

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|                 |    |
|-----------------|----|
| CLUB MEETINGS   | 16 |
| WORKSHOPS       | 3  |
| FIELD TRIPS     | 1  |
| CONFERENCES     | 2  |
| RETREATS        | 1  |
| PARENTS MEETING | 1  |

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# HUDSON COUNTY STATISTICS

## GENDER

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| MALE     | FEMALE   | TOTAL |
|----------|----------|-------|
| 50 (46%) | 58 (54%) | 108   |

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## ETHNICITY

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|                  |          |
|------------------|----------|
| PUERTO RICAN     | 32 (30%) |
| DOMINICAN        | 26 (24%) |
| OTHER HISPANIC   | 20 (19%) |
| AFRICAN AMERICAN | 13 (12%) |
| OTHER            | 17 (16%) |

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|        |            |
|--------|------------|
| TOTALS | 108 (100%) |
|--------|------------|

## HUDSON PROGRAM ACTIVITY TOTALS

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|                    |            |
|--------------------|------------|
| CLUB MEETINGS      | 5          |
| WORKSHOPS          | 3          |
| CONFERENCES        | 1          |
| PRESENTATIONS      | 1          |
| RETREATS           | 1          |
| MCAT REVIEW COURSE | 5 SESSIONS |

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# **CAMDEN COUNTY STATISTICS**

## **GENDER**

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| MALE     | FEMALE   | TOTAL |
|----------|----------|-------|
| 169(41%) | 248(59%) | 417   |

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## **ETHNICITY**

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|                   |          |
|-------------------|----------|
| PUERTO RICAN      | 317(76%) |
| OTHER HISPANICS   | 37(9%)   |
| AFRICAN AMERICANS | 58(14%)  |
| OTHER             | 5(1%)    |

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|        |           |
|--------|-----------|
| TOTALS | 417(100%) |
|--------|-----------|

## **CAMDEN COUNTY ACTIVITY TOTALS**

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|                 |    |
|-----------------|----|
| CLUB MEETINGS   | 21 |
| WORKSHOPS       | 3  |
| FIELD TRIPS     | 2  |
| PARENTS MEETING | 1  |
| RETREAT         | 1  |
| PRESENTATIONS   | 3  |

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DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF HISPANIC AFFAIRS

Program Monitoring Instrument

I: AGENCY INFORMATION

Agency Name: ASPIRA Inc. of New Jersey

Address: 390 Broad Street  
Newark, New Jersey 07102

Program Director: Roberto Del Rio

Executive Director: Fernando Fuentes

Board Chairperson: Margaret Rosario-Rivera

II: CONTRACT INFORMATION

Grant Agreement #: 93-1300-00 & 93-1301-00

Amount: \$12,090 & \$31,500 FY: '93

Program term: July 1, 1992 - June 30, 1993

Purpose: To provide educational support services to  
students from the City of Newark and Paterson.

Initial Review: N/A

Intermedial Review: N/A

Field Visit Date: January 12, 1993 (Paterson)  
January 27, 1993 (Newark)

Reviewer: Angie Armand

### III: EVALUATION DATA

#### A: ADMINISTRATION

##### 1: General

- ☒ The agency is incorporated and is in compliance with all legal statutes and reporting requirements with the Secretary of State.
- ☒ The agency has adopted by-laws that are consistent with its articles of incorporation.
- ☒ Agency is in good standing with the Charities Registration Bureau in Newark.
- ☒ Agency maintains a current fidelity bonding statement applicable to grant agreement.
- ☒ The agency has valid certification of occupancy for fire, health, and building inspection.

##### 2: Personnel

- ☒ All staff is hired based on written criteria.
- ☒ The agency maintains a current staff organizational chart.
- ☒ The agency distributes personnel policies to all paid staff.
- ☒ Employees are evaluated on performance according to respective job descriptions at least annually.

##### 3: Training

- ☒ Staff training is provided within the agency on an ongoing basis.

##### 4: Self-Evaluation

- ☒ The agency has a self evaluation and monitoring process.
- ☒ The agency has developed a plan listing how and how often data will be collected.
- ☒ The agency reviews data collected and compares the actual results with the listed objectives in Attachment C of the grant agreement.



4: Self-Evaluation

- X The agency has methods to assess client satisfaction with service delivery.
- X The agency conducts a random sample of client records to assess quality of service provided.

B: PROGRAM/DOCUMENT REVIEW

FOR GA# 93-1300-00:

Is this grant a donor match? Yes X No         
If yes, then complete Section 1 on grant agreement-donor agreement.

1: Grant Agreement-Donor Match

- X The current DHS-DYFS contract Annex A is on file.
- X The current DHS-DYFS contract Annex B and/or B-2 is on file.
- X The current DHS-DYFS contract transmittal letter is on file.
- X The current signed Standard Language Contract is on file.
- X All donor agreements are on file.
- X The Annex A clearly specifies the goals and objectives of the program and the services to be provided.
- X The target population information is included.
- X The current DHS-DYFS contract specifies level of service.

2: Program Assessment

- X Agency uses standard intake and eligibility forms.
- X The agency has a clearly defined intake process to ensure a timely response to the needs of the client.
- X The agency has procedures in place to ensure that required client information is recorded in the file/record.
- X The agency maintains an information and referral component.

B: PROGRAM/DOCUMENT REVIEW

2: Program Assessment

- X The agency has developed a networking system with other service provider agencies.
- X The agency consistently performs follow-ups with service provider agencies that have been referred clients.
- X A written service plan is developed and periodically updated for each client after initial visit.
- X The agency does periodic review of client records to ensure that the service needed has been provided.
- X The agency analyzes assessment data to revise and improve delivery of service to clients.
- X The agency has a procedure for insuring that target population is being served including outreach methods for the "hard to reach" client.
- X The agency has an annual or long-range program workplan.

FOR GA# 93-1301-00:

Is this grant a donor match? Yes \_\_\_\_\_ No X  
If yes, then complete Section 1 on grant agreement-donor agreement.

2: Program Assessment

- X Agency uses standard intake and eligibility forms.
- X The agency has a clearly defined intake process to ensure a timely response to the needs of the client.
- X The agency has procedures in place to ensure that required client information is recorded in the file/record.
- X The agency maintains an information and referral component.
- X The agency has developed a networking system with other service provider agencies.
- X The agency consistently performs follow-ups with service provider agencies that have been referred clients.

B: PROGRAM/DOCUMENT REVIEW

2: Program Assessment

- X A written service plan is developed and periodically updated for each client after initial visit.
- X The agency does periodic review of client records to ensure that the service needed has been provided.
- X The agency analyzes assessment data to revise and improve delivery of service to clients.
- X The agency has a procedure for insuring that target population is being served including outreach methods for the "hard to reach" client.
- X The agency has an annual or long-range program workplan.

C: FISCAL

- X The agency has established controls for receipt of funds and disbursements.
- X Agency maintains records including:
  - general ledger
  - cash receipt journal
  - cash disbursement journal
  - accounts payable journal
- X The agency requires two signatures on each check.
- X Agency staff provides summaries of revenues and expenditures at least quarterly to Board of Directors.
- X Annual audit is conducted by CPA as designed by the governing body.
- X Audit conforms to AICPA established accounting principals.
- X The Board of Directors approves annual budget and audit.

IV: ASSESSMENT

A: AREAS OF INTEREST

- X The agency site is in good physical appearance.
- X The agency site accommodates the needs of the handicapped.

#### IV: ASSESSMENT

##### A: AREAS OF INTEREST

- X The agency has community awareness activities to inform the public of its services.
- X The agency allows for staff training in agency budget.
- X The agency has a process for recruiting volunteers.
- X The agency provides training for volunteers.
- X The agency makes services accessible to clients lacking transportation.

##### B: OBSERVATIONS

###### 1: Strengths

Well informed and trained staff which receive consistent training from the agency.

Self evaluation conducted by staff members from different sites.

###### 2: Weaknesses

Manual accounting system.

School administrators resist the assistance or presence of ASPIRA at the schools. Constant obstacles are placed before the program staff in attempting to meet their objectives with the students.

##### C: COMMENTS

Funding resources are needed for workshops, club meetings, and additional staff.

Audit report for the period ending June 30, 1992 indicates no questioned costs and compliance of laws and regulations governing said grants.

Summary of reported level of services were confirmed with individual program coordinators. See attachments.

##### D: RECOMMENDATIONS

None

E: FINAL RATING:

|                     |       |      |             |
|---------------------|-------|------|-------------|
| Administration      | 15/15 | 100% | (efficient) |
| Program             |       |      |             |
| 93-1300-00 Newark   | 11/11 | 100% | (efficient) |
| 93-1301 00 Paterson | 11/11 | 100% | (efficient) |
| Fiscal              | 7/7   | 100% | (efficient) |

RECIPIENT IS IN FULL COMPLIANCE OF GRANT  
AGREEMENT #s 93-1300-00 and 93-1301 00.

# AGENCY-WIDE STATISTICS

Table #1

## ASPIRA, INC. OF NEW JERSEY TOTAL CASELOAD

| Students Served | 1989-1990 | 1990-1991 |
|-----------------|-----------|-----------|
| ACTIVE CASELOAD | 1615      | 1779      |
| NON-CASELOAD    | 1202      | 1543      |
|                 | 2817      | 3322      |

Table #2

## ASPIRA, INC. OF NEW JERSEY STATEWIDE GENDER BREAKDOWN

| Gender Breakdown | 1989-1990  | 1990-1991  |
|------------------|------------|------------|
| MALE             | 611 (38%)  | 667 (37%)  |
| FEMALE           | 1004 (62%) | 1112 (63%) |
| Total            | 1615       | 1779       |

Table #3

ASPIRA, INC. OF NEW JERSEY  
STATEWIDE ETHNICITY BREAKDOWN

| Ethnicity<br>Breakdown | 1989-1990  | 1990-1991  |
|------------------------|------------|------------|
| Puerto Rican           | 1006 (62%) | 1093 (61%) |
| Dominican              | 148 (9%)   | 153 (9%)   |
| Other Hispanic         | 310 (19%)  | 294 (17%)  |
| African American       | 88 (5%)    | 175 (10%)  |
| Other                  | 63 (4%)    | 64 (4%)    |
| TOTAL                  | 1615       | 1779       |

Table #4

ASPIRA, INC. OF NEW JERSEY  
STATEWIDE INCOME BREAKDOWN

| Income<br>Breakdown | 1989-1990 | 1990-1991 |
|---------------------|-----------|-----------|
| Public Assistance   | 592(37%)  | 749(42%)  |
| Less than 11,000    | 324(20%)  | 324(18%)  |
| 11,000 - 14,000     | 172(11%)  | 164(9%)   |
| Above 14,000        | 527(33%)  | 542(30%)  |
| TOTAL               | 1614      | 1779      |

Table #5

ASPIRA, INC. OF NEW JERSEY  
ACTIVE CASELOAD BY CENTERS

| Center  | 1989-1990 | 1990-1991 |
|---------|-----------|-----------|
| ESSEX   | 756       | 766       |
| PASSAIC | 314       | 304       |
| HUDSON  | 110       | 110       |
| MERCER  | 203       | 245       |
| CAMDEN  | 232       | 354       |
| TOTAL   | 1615      | 1779      |

Table #6

ASPIRA, INC. OF NEW JERSEY  
CENTER BREAKDOWN BY GENDER

| Center  | 1989-1990 |           | 1990-1991 |           |
|---------|-----------|-----------|-----------|-----------|
|         | Male      | Female    | Male      | Female    |
| ESSEX   | 284(37%)  | 472(63%)  | 296(39%)  | 470(61%)  |
| PASSAIC | 101(32%)  | 213(68%)  | 95(31%)   | 209(69%)  |
| HUDSON  | 29(26%)   | 81(74%)   | 36(33%)   | 74(64%)   |
| MERCER  | 106(52%)  | 97(48%)   | 114(47%)  | 131(53%)  |
| CAMDEN  | 91(39%)   | 141(61%)  | 126(36%)  | 228(64%)  |
| TOTALS  | 611(38%)  | 1004(62%) | 667(37%)  | 1112(63%) |

1615

1779



Table #7

ASPIRA, INC. OF NEW JERSEY  
NON-CASELOAD SERVED BY CENTERS

| Center  | 1989-1990 | 1990-1991 |
|---------|-----------|-----------|
| ESSEX   | 917       | 1045      |
| PASSAIC | 78        | 177       |
| HUDSON  | 30        | 58        |
| MERCER  | 80        | 134       |
| CAMDEN  | 97        | 129       |
| TOTAL   | 1202      | 1543      |

Table #8

ASPIRA, INC. OF NEW JERSEY  
ETHNICITY BREAKDOWN BY CENTERS  
1989-1990

| Ethnicity Breakdown | ESSEX    | PASSAIC  | HUDSON  | MERCER   | CAMDEN   |
|---------------------|----------|----------|---------|----------|----------|
| Puerto Rican        | 489(65%) | 111(35%) | 44(40%) | 167(82%) | 195(84%) |
| Dominican           | 24(3%)   | 101(32%) | 18(16%) | 0        | 4(2%)    |
| Other Hispanic      | 170(22%) | 80(25%)  | 30(27%) | 12(6%)   | 19(8%)   |
| African Amer.       | 43(6%)   | 8(3%)    | 11(10%) | 14(7%)   | 12(5%)   |
| Other               | 30(4%)   | 14(4%)   | 6(5%)   | 10(5%)   | 2(1%)    |
| TOTALS              | 756      | 314      | 110     | 203      | 232      |

Table #9

ASPIRA, INC. OF NEW JERSEY  
ETHNICITY BREAKDOWN BY CENTERS  
1990-1991

| Ethnicity Breakdown | ESSEX    | PASSAIC  | HUDSON  | MERCER   | CAMDEN   |
|---------------------|----------|----------|---------|----------|----------|
| Puerto Rican        | 460(60%) | 120(39%) | 45(41%) | 177(72%) | 291(82%) |
| Dominican           | 28(4%)   | 90(30%)  | 25(23%) | 3(1%)    | 7(2%)    |
| Other Hispanic      | 147(19%) | 80(26%)  | 25(23%) | 11(4%)   | 31(9%)   |
| African Amer.       | 104(14%) | 3(1%)    | 1(1%)   | 47(19%)  | 20(6%)   |
| Other               | 27(4%)   | 11(4%)   | 14(13%) | 7(3%)    | 5(1%)    |
| TOTALS              | 766      | 304      | 110     | 245      | 354      |

Table #10

ASPIRA, INC. OF NEW JERSEY  
INCOME BREAKDOWN BY CENTERS  
1989-1990

| Income Breakdown | ESSEX    | PASSAIC | HUDSON  | MERCER   | CAMDEN   |
|------------------|----------|---------|---------|----------|----------|
| Public Assist.   | 288(38%) | 98(31%) | 31(28%) | 52(26%)  | 123(53%) |
| Less than 11,000 | 133(18%) | 86(27%) | 20(18%) | 0        | 69(30%)  |
| 11,000-14,000    | 63(8%)   | 44(14%) | 21(19%) | 49(24%)  | 10(4%)   |
| Above 14,000     | 272(36%) | 85(27%) | 38(35%) | 102(50%) | 30(3%)   |
| TOTALS           | 756      | 313     | 110     | 203      | 232      |

Table #11

ASPIRA, INC. OF NEW JERSEY  
INCOME BREAKDOWN BY CENTERS  
1990-1991

| Income Breakdown | ESSEX    | PASSAIC  | HUDSON  | MERCER   | CAMDEN   |
|------------------|----------|----------|---------|----------|----------|
| Public Assist.   | 357(47%) | 104(34%) | 30(27%) | 76(31%)  | 182(51%) |
| Less than 11,000 | 102(13%) | 92(30%)  | 22(20%) | 7(3%)    | 101(29%) |
| 11,000-14,000    | 48(6%)   | 40(13%)  | 15(14%) | 45(18%)  | 16(5%)   |
| Above 14,000     | 259(34%) | 68(22%)  | 43(39%) | 117(48%) | 55(16%)  |
| TOTALS           | 766      | 304      | 110     | 245      | 354      |